

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Research Data Specialist I

POSITION NUMBER:

472-5742-xxx

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Housing and Homelessness Division

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Data Systems and Analysis Bureau

SUPERVISOR'S NAME:

Wendy Tsan

SUPERVISOR'S CLASS:

Staff Services Manager II

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

Designated under Conflict of Interest Code.

Duties require participation in the DMV Pull Notice Program.

Requires repetitive movement of heavy objects.

Performs other duties requiring high physical demand. *(Explain below)*

None

Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:☒ None☐ Supervisor☐ Lead Person☐ Team Leader**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.**MISSION OF ORGANIZATIONAL UNIT:**

The Housing and Homelessness Division (HHD) works with stakeholders to integrate social services with housing support services; share best practice and creative solutions to address homelessness; increase access to benefits and client-centered services; and ensure any instance of homelessness is rare, brief, and non-recurring. HHD is responsible for the development, implementation, and evaluation of statewide policies and procedures related to CDSS programs pertaining to homeless prevention, housing support, and mitigation of homelessness.

CONCEPT OF POSITION:

Under the general direction of the Section Chief, the Research Data Specialist I (RDS I) will independently design, organize and conduct complicated analysis of CDSS's housing programs using R/STATA/SAS, ARC-GIS and/or Tableau software. The RDS I will be the lead on the evaluation contracts for the HHD programs. The RDS I will support the division in setting outcome measures, implementing system improvement plans, and using Continuous Quality Improvement methods.

A. RESPONSIBILITIES OF POSITION:

35% Responsible for organizing and conducting data analysis and research pertaining to HHD housing programs as required by statutes and in compliance with branch requests. Utilize R, STATA, SAS or ARC-GIS to identify program trends, evaluate outcomes, and identify performance improvements to inform policy improvements, funding decisions, and technical assistance plans. Develop and maintain data dashboards using Tableau software; utilize data to extract various reports and present outcomes to HHD program staff, CDSS executive leadership and stakeholders. Research demographic trends in caseloads across the state and identify any potential disparities. Work cooperatively with other researchers and stakeholders both outside and within the Department, including the Research and Data Division to achieve valid programmatic analyses.

25% Lead the planning and execution of system development and procurements for improved HHD program data collection in order to better evaluate its impact, including but not limited to execution of project approval lifecycle requirements. Continuously evaluate other CDSS programs' data collection efforts to determine potential improvements in data quality, collection efficiencies, and/or ability to determine and report on program impact. Work cooperatively with Departmental partners including within the Information Services Division, system developers, and field experts to accomplish necessary system developments and improvements.

20% Design, develop and implement data collection methodologies for new HHD programming, based upon statutory requirements and in consultation with stakeholders by researching, identifying and coordinating with experts and stakeholders who have the ability to drive data development, collection and utilization for new programming.

15% Take the lead in developing program evaluations including development of required deliverables for the evaluation contract in terms of the contract specifications, including timeliness and quality of all reports and project status updates. Provide technical support with evaluations and coordinate with other entities to ensure pre-existing data systems are leveraged.

5% Complete other duties as related to the classification and the Housing and Homelessness Branch.

B. SUPERVISION RECEIVED:

The RDS I receives general supervision and direction from the Section Chief. The RDS I is required to utilize his/her/their initiative in completing assignments. Progress reports and final products are reviewed for completeness, accuracy, consistency and clarity.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The RDS I interacts with all levels of CDSS management staff, grantee staff, public and private agencies, the general public, academics, researchers, and others as necessary to fulfill his/her/their duties.

E. ACTIONS AND CONSEQUENCES:

The RDS I exercises professional judgment in analyzing issues and making recommendations regarding the design and interpretation of data analysis and reporting. Flawed analysis or inaccurate technical assistance information would cause inappropriate and potentially harmful policy decisions, impacting counties' ability to successfully utilize scarce resources to resolve homelessness crises for individuals, children and families across the state.

F. OTHER INFORMATION:

None